

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend the Full Council Meeting of the Lowestoft Town Council at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE as specified in the attached agenda.**

The meeting is open to the public and press to attend and those attending the meeting shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Please note that if members of the public are unable to attend the meeting, they may submit comments in writing. In providing such comments they accept that, where they are suitable, they may be considered at the meeting and published in our minutes. However, they should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. Members of the public accept that their name may be noted and recorded at the meeting. However, their contact details will not be noted and reported publicly. Councillors must register relevant interests and also declare them at a meeting if they have such an interest in a matter to be considered. Under the Localism Act 2011 a councillor with a **disclosable pecuniary interest** in a matter on the Agenda cannot take part or vote on that matter, unless they have been granted a dispensation. Under the Council's Code of Conduct a councillor must leave the meeting room if they have such an interest, unless they have been granted a dispensation. There may be other interests or matters in which councillors might be considered to be biased or predetermined, in which case they will need to consider whether they should leave the room.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

S. Bendix

.....
Shona Bendix, Town Clerk
21 November 2018

Lowestoft Town Council

Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

19:30 on Tuesday 27 November 2018

Councillors will be arriving between 19:00 and 19:30 should any member of the public wish to discuss anything during this period. Please look at our website if you would like contact details for any particular councillor to arrange to see them during this time.

No public entry through reception after 19:30. Please arrive beforehand.

AGENDA

423. Welcome

To welcome the meeting, explain the fire evacuation procedure and remind councillors and members of the public that in the interests of openness and transparency, the law permits filming, recording or other means of reporting of meetings.

424. To receive and consider acceptance of apologies for absence

425. Declarations of Interests and dispensations

- a) To receive Declarations of Disclosable Pecuniary and Local Non-Pecuniary Interests from councillors on items on the Agenda
- b) To receive and consider written requests for dispensations for Disclosable Pecuniary Interests
- c) To note any dispensations previously granted

426. To consider the accuracy of the Minutes:

- a) 23 October 2018
- b) 22 November 2018

427. Public Forum

An opportunity for the public to make comments on any matters on this agenda. Includes receipt of any written District and County Councillor and Police reports.

428. Finance:

428.1 To receive the minutes of the previous Finance and Governance Committee Meeting (8 November 2018) and, in particular, to consider the following matters:

428.1a The 2018-19 budget, monitoring and bank reconciliation

428.1b To note the expenditure and income reports for the month ending 31 October 2018 and November 2018 to date

428.1c To approve the virement of £20,000 for the Christmas lights from the East of England budget

428.1d The draft 2019-20 budget and related precept

428.1e The arrangements for insurance of the Lowestoft Collection

428.1f A recommendation for renovation work to the public conveniences at Fen Park and Sparrows Nest to be completed using S.106 funding, and CiL funding if necessary

428.1g A recommendation to continue the current charges for events

428.1h To agree hire fees for Lowestoft Town Council's meeting rooms, as per the following recommendations:

428.1hi £150 per day to hire the combined space of the Council Chamber and Lowestoft Room, or £90 per half day

428.1hii £100 per day to hire the Council Chamber, or £60 per half day

428.1hiii £50 per day to hire either the Plaisir or Lowestoft Room, or £30 per half day

428.1hiv Tea and coffee to be charged at £1.50 per person per round

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- 428.1i** A recommendation that the arrangements for the sports and leisure facilities remain the same for next year and to consider the meetings with sports and leisure clubs
- 428.1j** A recommendation that the current arrangements with market stall holders at the Triangle Market remain the same for next year
- 428.1k** A recommendation to close the office on Christmas Eve (confidential re staffing)
- 428.1l** To consider a budget and delegates for the NALC Spring Conference 2019
- 428.2** To note any payments previously approved (schedule and see **428.1b**)
- 428.3** To note income received (schedule) and the transfer of £300,434.71 from the Debt Management Office account to the current account and consider any further investment
- 428.4** To consider any payments for approval by Full Council:
- 428.4a** The associated schedule of payments, including
- 428.4ai** Archant for tender advert for the Town Hall at £202.50 (VAT ££40.50) = £243
- 428.4b** A grant application in the sum of £1,014 from Gunton Woodland Community Project
- 428.4c** A grant application in the sum of £10,800 from First Light Festival C.I.C.
- 428.4d** The following expenditure relating to Hamilton House:
- 428.di** Four desktop power socket extensions, at a cost of £18.98 each
- 428.dii** A water cooler, at a cost of £17.33 per month (plus VAT)
- 428.diii** An additional intercom receiver, at a maximum cost of £280
- 428.4e** A maximum budget of £1,000 on mapping and visual data management tools delegated to the Clerk
- 428.5** To consider essential compliance expenditure (associated schedule)
- 428.6** To note any progress with condition surveys for the Town Hall and Marina Theatre
- 428.7** To consider a feasibility study for the Town Hall and whether to conduct this as part of a joint study with Waveney District Council for their site behind the Town Hall and consider delegating authority for agreement of the tender process
- 428.8** To consider delegating authority for expenditure, tender and other commitments made under the agreement for the emergency repairs grant from Historic England to the Clerk and agree the councillor signatories to any tender contracts
- 428.9** To consider storage options for the artefacts from Waveney District Council and the associated cost
- 428.10** To consider the provisional election costs for 2019
- 429. Governance:**
- 429.1** To consider terms of reference for an Events and Communications Sub-Committee
- 430. Assets, Inclusion and Development:**
- 430.1** To receive the minutes of the previous Assets, Inclusion and Development Committee meeting (5 November 2018) and a report from the meeting of 26 November 2018.
- 430.2** To consider bestowing the Freedom of the Town
- 430.3** To consider joining the Cycle to Work scheme
- 431. Legal:**
- 431.1** To agree the registration and any other documentation and councillor signatories for the transfer of land at Gunton Warren to Waveney District Council (confidential) and delegate authority to the Clerk for any further steps for completion required once the period for advertising has ceased
- 431.2** To consider the draft licence for Waveney District Council to undertake work on Lowestoft Town Council owned land ("East of England Park") (confidential)
- 431.3** To consider signing documents relating to the land registration of Gunton Estate Residents Meeting Hall and Whitton Residents Meeting Hall (confidential)
- 431.4** To consider arrangements with Waveney and District Council and British Gas in relation to Whitton Residents Meeting Hall

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- 431.5 To consider the Supplemental Agreement between Waveney District Council, Waveney Norse and Lowestoft Town Council (confidential)
- 431.6 To consider the Hamilton House lease between East Point Business Services Limited and Lowestoft Town Council (confidential)
- 431.7 To consider an agreement between Waveney District Council and Lowestoft Town Council in respect of coastal erosion/flood risk works (confidential)
- 431.8 To consider a deed of transfer and release between the Big Lottery Fund, Waveney District Council and Lowestoft Town Council in relation to Normanston Skateboard Park (confidential)
- 431.9 To consider legal issues relating to the North Denes land (confidential)
- 431.10 To consider progress with the CCTV contract and out of hours service (confidential)
- 431.11 To note progress with the assessment of the Normanston Allotments site
- 431.12 To note progress with the domain transfer for the website
- 431.13 To consider the application of the Living Wage to contractual arrangements (confidential)
- 431.14 To consider the 2019 – 20 contract with Waveney Norse (confidential)
- 431.15 To consider a lease for the Lowestoft Tennis Association (confidential)
- 431.16 To consider a review of utilities and payment of utility bills (confidential)
- 431.17 To consider a three year utilities contract with Vertas (confidential)
- 431.18 To consider a commercially sensitive matter re advertising (confidential)
- 431.19 To formalise and accept arrangements for Arnold's Bequest

432. Planning and Environment:

- 432.1 To receive the minutes of the previous Planning and Environment Committee meetings (23 October and 6 November)

433. Policy and consultation matters

- 433.1 The Records Office
- 433.2 Lowestoft Hospital
- 433.3 Polling station changes

434. Written reports from Councillors and any new representative roles

- 434.1 Report on the Coastal Communities Team
- 434.2 Report on the Kirkley People's Forum
- 434.3 Report on the Lowestoft Development Group
- 434.4 Report on the Plaisir Twinning Association
- 434.5 Report on the Cefas neighbourhood group
- 434.6 Report on the Lowestoft Transport Infrastructure Partnership
- 434.7 Report on First Light Festival Board
- 434.8 Report on the Lowestoft Museum
- 434.9 Report from the Records Office meetings
- 434.10 Report from the new East Suffolk Council
- 434.11 Report from the Third Crossing Group
- 434.12 Report from the Heritage Action Zone
- 434.13 Report from the Kirkley Business Association
- 434.14 Report from the SCC A47 Improvement Scheme
- 434.15 Report from the Lowestoft Summer Festival
- 434.16 Report from the Community Enabler Project Board
- 434.17 Report from the East of England Park Steering Group
- 434.18 Report from the Lowestoft Regeneration and Growth Board meeting and to consider a representative on the Board
- 434.19 Report from the NALC Annual Conference
- 434.20 Report from the Cultural Board, and to consider a further representative from Lowestoft Town Council

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434.21 Any other reports

435. Date of the next meeting

18 December 19:30

436. Items for the next agenda

437. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the Meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any legal and employment issues relating to the matters on this agenda, including the following:

437.1 Christmas Eve office closure

437.2 Any legal issues including those **431** above as required.